

Total Workforce Management Services (TWMS) Quick User Guide

Generating Reports




Accessing TWMS Reports

TWMS offers several dozen pre-defined or canned reports to users. For each report, users have the option to select a variety of filters to only retrieve the information they want. Examples of reports within TWMS include on-board reports, recall rosters, training reports, manpower AMD reports, and workforce demographic reports.

To access the reports in TWMS:

1. Click on the **Report Services** or the **Reports (Legacy)** button on the Actions Menu.

Note: During a current transition phase, TWMS reports will appear in two areas.



ACTIONS:
Add/Gain an Employee
Ad-Hoc Reporter
Dashboard View
Employee Locator
IATP Administration
Manage Billets
Manage CBCA Roles
Manage Non-Navy Personnel
Muster Employees
Query
Report Services
Reports (Legacy)
Tools/Functions
View/Update your Profile

Generating TWMS Reports

Shown here is the Report Services area of TWMS. The reports available here are organized into eight different groups separated by tabs. The default view is the tab labeled 'General/Administrative'. Reports related to this label description are displayed here. Not all TWMS access levels will see all tabs.

The reports here are grouped and separated into these eight tabs.

To generate a report in TWMS:

1. Click the appropriate tab to access the type of report you want to generate.

Note: Course titles displayed without a hyperlink are available in the Reports (Legacy) area of TWMS. Conversely, courses in the Reports (Legacy) area of TWMS without an associated link are available

Report Search:

Find

Reset

General/Administrative	Alpha/On-Board/Recall/Muster	Training & Education/Security/IA	Demographics
Payroll & Leave	Manpower & Billet Management	Awards & Performance	Human Resources
Birthday Listing	Employee Data Exceptions		
	MET Costing Report		
	Master UIC Roster		
Gains & Losses - History	Master UIC POC Roster		
Phone Roster (By UIC)	Projected Gains		
Projected Losses	Separated Employee Listing		
Tenant/Owning Counts	Tenant/Owning Base Reference		
Tickler Report	TWM Users		
Civilian PD Number Listing	Civilian Bargaining Unit Status List		
Within Grade Increase Schedule	Civilian Reservist Recall Roster		
Civilian Workforce General Information	Within Grade Increase Due for Next 90 Days		
LWOP Listing	Overdue Check-In/Check-Out		
Assigned Assets Report	TWMS Mass Upload Standard Spreadsheet		
Acquisition WorkForce			
Self Service Usage by Name			
CNIC Self Service Validator	Standard PARS Form		
Civilian Actions Processed			
DON Bargaining Unit			

Generating TWMS Reports

Displayed on the 'Alpha/On-Board/Recall/Muster' tab are the available Alpha, On-Board, Recall, and Muster reports.

This tab is now the current view.

Report Search: <input type="text"/> <input type="button" value="Find"/> <input type="button" value="Reset"/>			
General/Administrative	Alpha/On-Board/Recall/Muster	Training & Education/Security/IA	Demographics
Payroll & Leave	Manpower & Billet Management	Awards & Performance	Human Resources
Alpha Roster (Standard)	Authorized & On-Board Status - formatted for display purposes (Acrobat PDF output recommended)		
Alpha Roster (with Geographic Location)	Authorized & On-Board Status - formatted for manipulation purposes (Excel output recommended)		
Alpha Roster (with Pay Rates)	Authorized & On-Board Status Dynamic - formatted for manipulation purposes (Excel output recommended)		
	Authorized & On-Board Status Majcom FY2010 - formatted for manipulation purposes (Excel output recommended)		
Alpha Roster (with Supervisor)	Authorized & On-Board Status Majcom FY2009 - formatted for manipulation purposes (Excel output recommended)		
Alpha Roster (NSPS)	Authorized & On-Board Status Majcom FY2008 - formatted for manipulation purposes (Excel output recommended)		
	Authorized & On-Board Status Majcom FY2007 - formatted for manipulation purposes (Excel output recommended)		
Alpha Roster (Contractor)	Authorized & On-Board Status Majcom FY2006 - formatted for manipulation purposes (Excel output recommended)		
Alpha Roster (Facilities)			
Organizational Listing	Recall Roster (Standard)		
Key/Emergency Essential Positions (Civilians Only)	Recall Roster (with Personal Data)		
Military PRD Roster	Recall Roster (with Emergency Data) - formatted for display purposes (Acrobat PDF output recommended)		
	Recall Roster (with Emergency Data) - formatted for manipulation purposes (Excel output recommended)		
E-Muster Report	Emergency/Disaster Response Recall Roster		
Muster Count (by UIC / Program)	Employees Dependents Roster		
Today's Muster Status	Employee Locator Alpha		
Historical Muster Status			
	Military On-Board by ACC Code		
	JPERSTAT Report		
Community Support Services NAF Headcount			
Military Alpha Roster			
Military PRT Roster			
Civilian Drug Test	Non U.S. Citizens Roster		

- To generate a report click its title.

Note: Even though you may have access to a particular tab in the reports area you may not have access to all the reports available on that tab. Your access level and other permissions associated with your TWMS account will determine the reports you are able to generate.

Generating TWMS Reports

Generating any report in TWMS will display a filter window similar to the one shown below. All filters available for this report will appear and, if you choose to use them, will display only those records you are interested in. Many filters have the default selection set to 'ALL...'. So, for example, not choosing specific UIC(s) will generate a report based upon all the UICs you have access to.

Note: Some filters may not apply to your command and can be ignored.

3. As needed, select from the filters the values you want to appear in your report. Here we will choose to view only Civilian-APF records from the Employee Type filter. To choose multiple selections, hold the 'Ctrl' key while clicking.

The screenshot shows a TWMS report filter window with various dropdown menus and checkboxes. Two red boxes highlight the 'CIVILIAN-APF' selection in the 'Employee Type' dropdown and the 'Generate Report' button. Two arrows point from the text in block 3 to these elements: one to the 'CIVILIAN-APF' selection and another to the 'Generate Report' button.

UIC ALL UICs 00406 - FISC PUGET SOUND WA(NWCF) 30498 - COMNAVREG EURAFSWA NAPLES DEMO1 - COMMANDER, NAVY APPLICATION DEMO COMMAND	Navy Region / SMC All SMC CNI EURAFSWA DEMO SMC SUPSYSCOM	SIC ALL SIC Air Operations Support (AO) Bachelor Quarters (QO) Child Development (CD) Command and Admin (CA)
Cost Center ALL Cost Center Air Operations Support (AO) Bachelor Quarters (QO) Business Office (CL) Casualty Assit/Honor Guard (CB)	Program ALL Programs Business Operations (N5) Command & Staff (N00) Environmental (N45) Facilities Support (N4)	Program Management Code ALL Program Mgmt Codes (ADM) Admin Program (AFO) Air Operations (BHQ) Bachelor Hsg Quarters (CAC) Casualty Assistance
Employee Type CIVILIAN-APF CIVILIAN-FND CIVILIAN-NAF	Employee Status ALL Active-On Board Active-Temp Det. Terminal Leave Active-On LWOP	Include Non-Navy Personnel <input type="checkbox"/> Include only NAF UFM <input type="checkbox"/> Include only MPYP members <input type="checkbox"/>
Civilian Pay Plan <input type="checkbox"/> Civilian OCC Series <input type="checkbox"/> Military ACC <input type="checkbox"/> Officer Designator <input type="checkbox"/> Enlisted Rate/Rank <input type="checkbox"/> Grade <input type="checkbox"/>		UIC and Org Code Selection Option <input checked="" type="radio"/> Assigned <input type="radio"/> Official
Org Code <input type="text"/>		Work Location State ALL States AFGHANISTAN ALABAMA ALASKA ALBANIA
Generate Report		

Generating TWMS Reports

A preview of your report will now display in the lower portion of the filter window. You can now examine the report to determine if it contains the information you want. If changes need to be made you can select different filters and re-generate the report.

Note: Only the Civilian-APF records are displayed based upon the selection you chose for that filter.

Headers in some reports contain field names that have a double-arrow beside them. These arrows let you toggle between sorting this field in ascending or descending order.

ALBANY

Generate Report

1 of 1

100%

Find | Next

Select a format

Export

Report Run Date: 10/21/2010

ALPHABETICAL LISTING OF EMPLOYEES

NAME	RAC	BIP TYPE	BMC	COST CTR	ASG UIC	ASG ORG CO	OFF UIC	OFF ORG CO	PAY COST CODE	CAC	TRIMS BIN	DOPOS BIN	BSC	POS NUM	POS TITLE	PLAN / TYPE	GRAD	SERIES/ PNBQ DESG	ACC	PRO DTS DATE	DATE REPORTED	BIP STAT	NAF UFI	SSAN
DALE, EDGAR		CIV-APF	IT	DEMO1	N6	DEMO1	N02	714	DEMO002	Unkn	80011	04125/108060	MANAGEMENT ANALYST	GS	10	0343						ON BD	N	000000028
OSTRADAJUS, JIMEL		CIV-APF	IT	DEMO1	N63	DEMO1	721	721		Unkn		D187F/32217	SOFTWARE ENGINEER	WS	10	8803					4/1/2010	ON BD	N	000000028
RADOLYA, VLAD J		CIV-APF	IT	DEMO1	N82	DEMO1	723	723		Unkn		D187F/32287	DATABASE PROGRAMMER	WG	10	8803					ON BD	N	000000023	
GERMANIUS, GAUS CAESAR A-15151515		CIV-APF	FP	DEMO1	N4	DEMO1	N60V	288000	DEMO104	Unkn	20410	22780	COMPUTER TECHNICIAN	DP	04	1310					ON BD	N	000000021	

If you have made any sorting changes to your preview then you can return to the original display by clicking the refresh icon.

Unless you have a stand-alone printer, the Print icon here will not function.

Export your reports first to print them

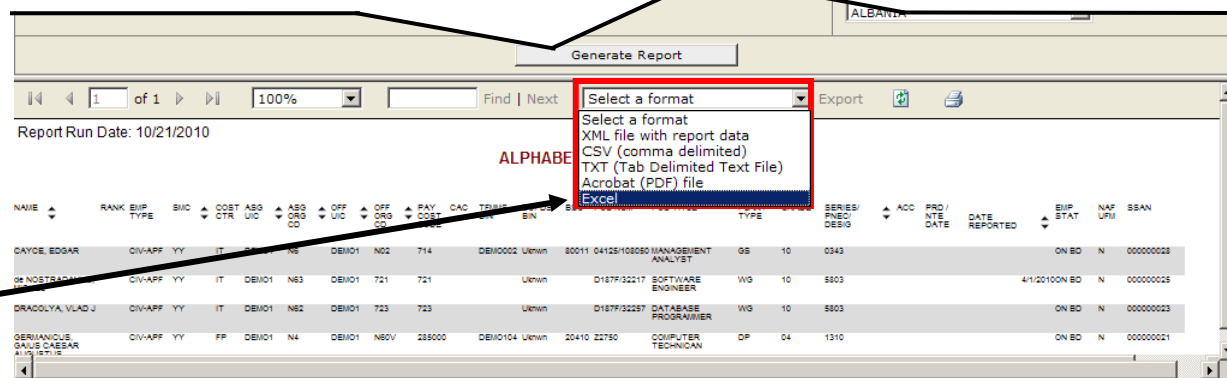
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Exporting TWMS Reports

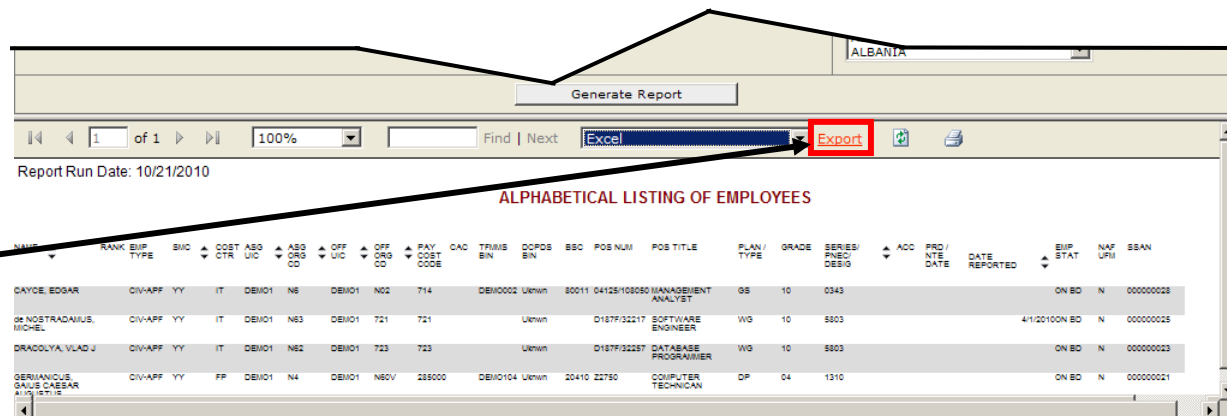
When you are satisfied with the preview of your report then you can select a format to export it. Most TWMS reports are formatted for exporting into Adobe Acrobat. If you choose to export your report using the Excel format, for example, then you must perform some additional formatting in Excel after exporting.

To export a report in TWMS:

1. Click on the drop-down arrow to choose a format.



2. Click the **Export** hyperlink.

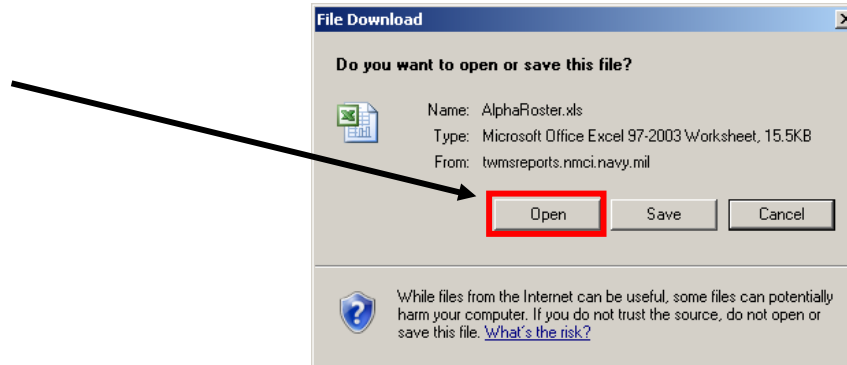


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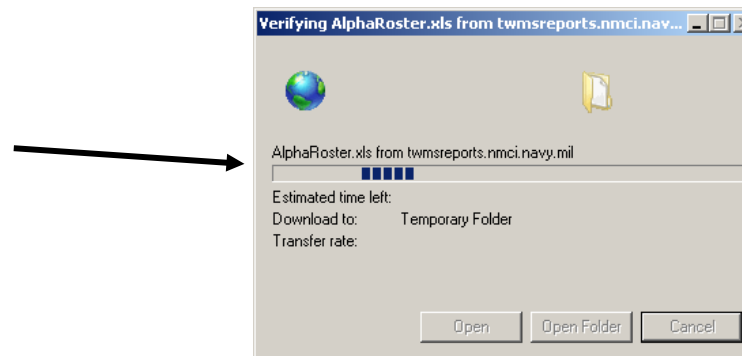
Exporting TWMS Reports

When exporting a report you have the option to either open it or save it. Opening it will display the report in the format you selected. Saving it will enable you to display it a later time.

3. Click **Open** to open the report in Excel.



Note: This download dialog box may display for several moments depending on the amount of information contained in the report.

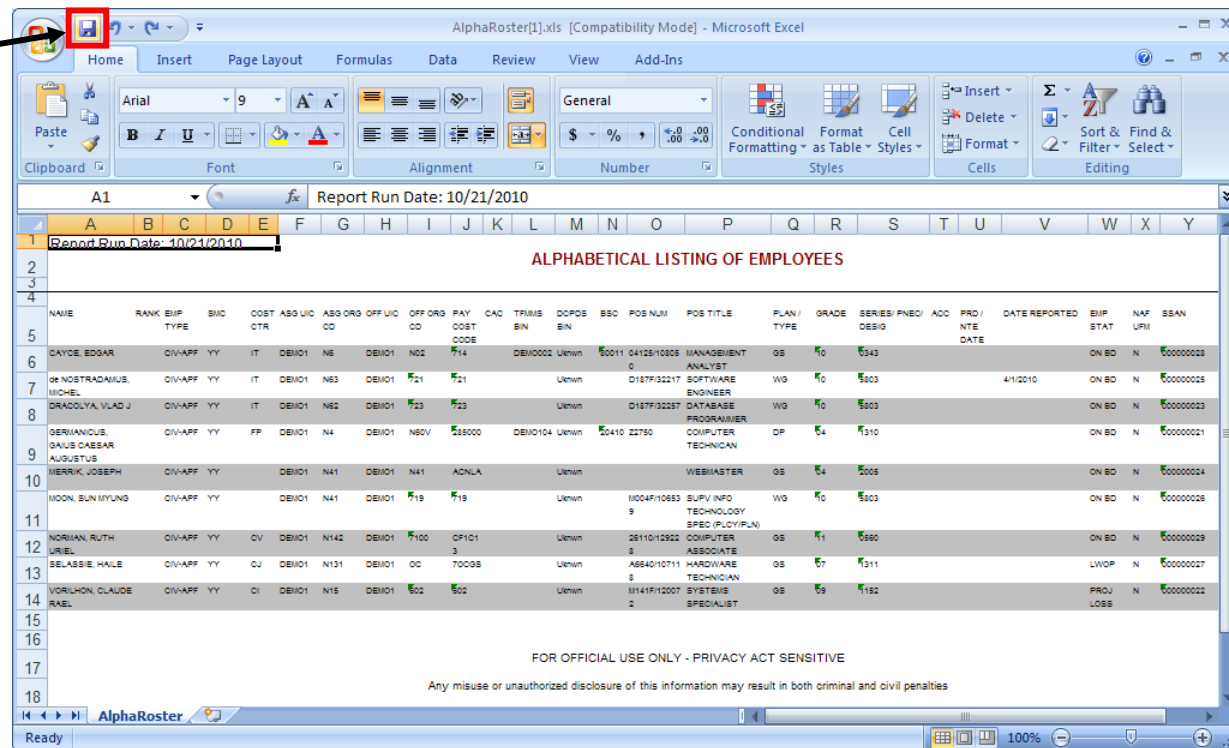


Exporting TWMS Reports

Before making any necessary changes, it is always a good idea to save your report once it is opened.

4. Click the **Save** button and provide the name of the report and the path where you want to save it.

Opening an Excel file format for your report will open a new window in Excel. You are able to now format, change, save, or print your report. See the next slide for more information.



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Preparing Your Excel Report

It is recommended when exporting a report to excel that you perform a couple of steps before you make any changes or apply any filtering, sorting, or pivoting to the information contained in the report.

To prepare an Excel report for changes and manipulation:

1. Select the entire report by clicking the **Select All** button.

AlphaRoster[1].xls [Compatibility Mode] - Microsoft Excel

HomeInsertPage LayoutFormulasDataReviewViewAdd-Ins

PasteClipboard

Font

Alignment

Number

General

Conditional Formatting

Format as Table

Cell Styles

InsertDeleteFormatCells

Sort & Find & FilterSelectEditing

A1Report Run Date: 10/21/2010

Report Run Date: 10/21/2010

ALPHABETICAL LISTING OF EMPLOYEES

NAME	RANK	EMP TYPE	SIC	COST CTR	ASO UIC	ASO ORG	OFF UIC	OFF ORG	PAY CODE	CAC	TRIMS BIN	DCPOS BIN	SSC	POS NUM	POS TITLE	PLAN / TYPE	GRADE	SERIES / PNEC / DESIG	ACC	PRD / NTE DATE	DATE REPORTED	EMP STAT	NAP URI	SSAN	
DAYCE, EDGAR	CIV-APP	YY	IT	DEIM01	N6	DEIM01	N02	F14	F14	DEIM0002	Uetw	Uetw	50011	04125/10308	MANAGEMENT ANALYST	08	F0	5343				ON	BD	N	5000000023
DE NOSTRADAMUS, MICHEL	CIV-APP	YY	IT	DEIM01	N63	DEIM01	F21	F21	F21						D187F/32217	SOFTWARE ENGINEER	WG	F0	5303		4/1/2010	ON	BD	N	5000000025
DRAGOLYA, VLAD J	CIV-APP	YY	IT	DEIM01	N62	DEIM01	F23	F23	F23						D187F/32287	DATABASE PROGRAMMER	WG	F0	5303			ON	BD	N	5000000023
DERMANIUS, DAVID CAESAR AUGUSTUS	CIV-APP	YY	FP	DEIM01	N4	DEIM01	N80V	535000	535000	DEIM0104	Uetw		50410	22780	COMPUTER TECHNICIAN	OP	F4	F310				ON	BD	N	5000000021
MERRIK, JOSEPH	CIV-APP	YY		DEIM01	N41	DEIM01	N41	ACNLA							WEBMASTER	08	F4	5008				ON	BD	N	5000000024
HOON, SUN IYUNG	CIV-APP	YY		DEIM01	N41	DEIM01	F19	F19	F19						MOD4F/10653	SUPV INFO TECHNOLOGY	WG	F0	5303			ON	BD	N	5000000026
NORMAN, RUTH URIEL	CIV-APP	YY	CV	DEIM01	N142	DEIM01	F100	CF1C1	3						261101/2922	COMPUTER ASSOCIATE	08	F1	5360			ON	BD	N	5000000029
SELASSIE, NAILE	CIV-APP	YY	CJ	DEIM01	N131	DEIM01	OC	70008							A6840/10711	HARDWARE TECHNICIAN	08	F7	F311			LWOP	N	5000000027	
VORLHON, CLAUDE RAELE	CIV-APP	YY	CI	DEIM01	N16	DEIM01	502	502	502						M141F/12007	SYSTEMS SPECIALIST	08	F9	F152			PROJ	LOSS	N	5000000022

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Any misuse or unauthorized disclosure of this information may result in both criminal and civil penalties

AlphaRoster

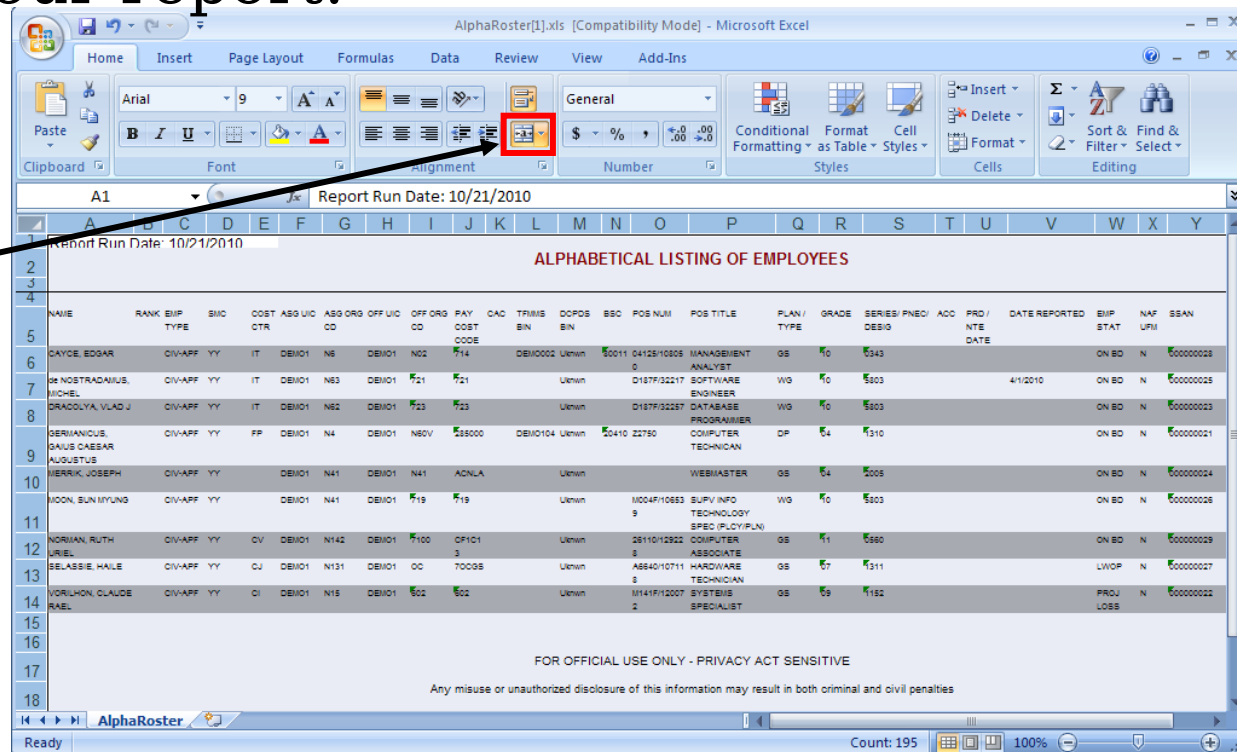
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Preparing Your Excel Report

Once the entire spreadsheet is selected you can now deselect the “Merge & Center” option. Microsoft’s Reporting Services software automatically applies this alignment option for several cells which contain header or footer information in your report.

2. Turn off the Merge & Center option for the entire report by deselecting the **Merge & Center** button from the Alignment area of the toolbar.



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Preparing Your Excel Report

Your report is now ready to be sorted, filtered, or pivoted as needed. You may also need to reformat many of the columns, rows, and/or cells to display the report in the way you desire.

AlphaRoster[1].xlsCompatibility Mode - Microsoft Excel

HomeInsertPage LayoutFormulasDataReviewViewAdd-Ins

Paste

Arial9

B*I*U

Font

General

\$ % , .00 0.0

Number

Conditional Formatting

Format as Table

Styles

Insert

Delete

Format

Cells

Σ

Sort & Filter

Find & Select

Editing

Report Run Date: 10/21/2010

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	
1	Report Run ALPHABETICAL																									
2																										
3																										
4																										
5	NAME	RANK	EMP TYPE	SMC	COST CTR	ASG UIC	ASG ORG	OFF UIC	OFF ORG	PAY CODE	CAC	TRANS BIN	DCPOS BIN	BSC	POS NUM	POS TITLE	PLAN / TYPE	GRADE	SERIES/PNEC/DESIG	ACC	PRO / NTE DATE	DATE REPORTED	EMP STAT	NAM URI	SSAN	
6	DAYOE, EDGAR	CIV-APP	YY	IT	DEMO1	N6	DEMO1	N02	DEMO1	714		DEMO1002	Unkn	0011	0412910805	MANAGEMENT ANALYST	GS	0	0543				ON	BD	N	000000028
7	de NOSTRADAMUS, MICHEL	CIV-APP	YY	IT	DEMO1	N63	DEMO1	721	DEMO1	721			Unkn			D1679/32217	SOFTWARE ENGINEER	WG	0	0603		4/1/2010	ON	BD	N	000000028
8	BRADOLYA, VLAD J	CIV-APP	YY	IT	DEMO1	N62	DEMO1	723	DEMO1	723			Unkn			D1679/32267	DATABASE PROGRAMMER	WG	0	0603			ON	BD	N	000000023
9	BERMANIUS, SAUS CAESAR AUGUSTUS	CIV-APP	YY	FP	DEMO1	N4	DEMO1	N60V	DEMO1	0000		DEMO104	Unkn	00410	22750	COMPUTER TECHNICIAN	DP	0	0310				ON	BD	N	000000021
10	BERRIK, JOSEPH	CIV-APP	YY		DEMO1	N41	DEMO1	N41	ACNLA				Unkn			WEBMASTER	GS	0	0005				ON	BD	N	000000024
11	MOON, SUN MYUNG	CIV-APP	YY		DEMO1	N41	DEMO1	719		719			Unkn			M004P/10653	SUPV INFO TECHNOLOGY SPEC (POLY/PLN)	WG	0	0603			ON	BD	N	000000028
12	NORIAN, RUTH	CIV-APP	YY	CV	DEMO1	N142	DEMO1	7100	OP101				Unkn			28110/12922	COMPUTER ASSOCIATE	GS	0	0660			ON	BD	N	000000029
13	SELASSIE, HAILE	CIV-APP	YY	CJ	DEMO1	N131	DEMO1	00	70008				Unkn			A6640/10711	HARDWARE TECHNICIAN	GS	0	0311			LWOP	N	000000027	
14	VORLHON, CLAUDE RAE	CIV-APP	YY	CI	DEMO1	N16	DEMO1	002	002				Unkn			M141P/12007	SYSTEMS SPECIALIST	GS	0	0152			PROJ	LOSS	N	000000022
15																										
16																										
17	FOR OFFICIAL Use Only																									
18	Unauthorized																									

AlphaRoster

Ready

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